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COMMERCE & TRANSPORT (TRANSPORT) DEPARTMENT

RESOLUTION

The 22nd July, 2014

Sub: Scheme for imparting LMV driving training to youth belonging to BPL, SC, ST & Women of the State of Odisha.

1. Objective:

To promote Light Motor Vehicle (LMV) driving skill through quality training from licensed Government and Private Driving Training Institutions to enhance the employability of the targeted beneficiaries.

2. Scope:

The scheme is to be implemented through licensed Government/Private Driving Training Institutes for imparting LMV training to learners. The training shall be of non-residential type and the training cost would include provisions for study material, driving training to the applicant and cost towards acquiring driving license.

3. Eligibility of trainees:

- Height: 5 feet or above
- Educational qualification: 8th pass or above
- Age limit within 18 years to 35 years
- BPL candidates
- SC/ST/Women

4. Funding and Payment:

a. Funding support under the Scheme:

Government shall pay Rs 4850/- per candidate towards cost of training which is inclusive of the cost of acquiring driving license by the Driving Training Institute.

b. Fee Structure and Payment Schedule:

For implementation of Non- Residential driving training program in LMV the fee and payment schedule mentioned below will be followed under the scheme.

- The total fee inclusive for obtaining driving license will be Rs.4850/-per candidate for 45 days of training duration. This will be paid to the Driving Training Institute in two installments by the Government.
- 50% will be released to the institute as soon as the trainee obtains the Learners' License. This will be credited to the respective institute's bank account on production of Learner License issued by the concerned R.T.O.
- Only after the trainees obtain Driving License and course completion certificate, the institute will be reimbursed the balance 50% of the approved training fee by crediting to the respective institute's Bank A/c on furnishing of evidence.
- In case any trainee fails to clear the driving test, the institute will take the responsibility of re-training the trainee to enable the trainee to qualify and obtain the Driving License.

5. Committee for Selection of Candidates:

A District Level Committee shall be formed with the following members for the selection of candidates.

- Collector / or his nominee officer – as Chairperson
- Regional Transport Officer - Member Convener
- District Employment Officer
- Representatives of concerned funding agency such as (H&UD, OSCSTFDC, State Employment Mission, E&T&ET etc.)

The sponsoring Department will invite applications from interested and eligible candidates and place it before the respective District Level Committee. The committee will scrutinize the applications, finalize the selection of candidates and allot to the authorized DTS for imparting the training under this scheme keeping in view the option exercised by the candidates if any.

6. Licensing and Renewal thereof of Institutions for imparting driving training under the scheme:

- Any Government/Private ITI (Industrial Training Institute) /ITC (Industrial Training Centre) or licensed Driving Training School (DTS) desirous of imparting driving training under any Government funded scheme will be governed by this scheme.

- The Department will solicit Expression of Interest from the driving training institutes willing to impart training under the scheme. The Department will undertake scrutiny process and finalize the selection of the institutes which will meet the eligibility requirements through field verification either directly or through the agencies entrusted for that purpose.
- As per rule 25 of The Central Motor Vehicles Rules, 1989: ***Duration of a licence and renewal thereof*** – “A licence granted in Form 11 shall be in force for a period of five years and may be renewed on an application in Form 13 made to the licensing authority which granted the licence not less than sixty days before the date of expiry:[Provided that the validity of the said licence shall be subject to fulfilling the criteria as prescribed by the State Government, which shall be **certified by the licensing authority** or any other authority as may be prescribed for the purpose by the State Government on an **annual basis.**]
- Collector-cum-Chairman, RTA will issue the licence to the Institute hence forth based on the recommendation received from the District Level Committee.
- All the Govt. and private driving training institutes willing to impart LMV driving training supported by funding from Government must fulfill the conditions stipulated under the scheme.
- The District will be intimated by the Department about the list of such trainees for nominating them under the scheme.
- The trainees will also have the choice of choosing the driving training institutes from the list of institutes authorized for the purpose by the Department.

7. Minimum requirement of infrastructure for Training Institutes:

- One class room (15ft x 20ft) with seating arrangements to accommodate 25 trainees.
- Adequate no. of chairs and benches to accommodate one batch of 25 trainees.
- One black/ white/ green board for writing, road sign chart, and traffic Signal chart (hand & light).
- Minimum two trainers.
- Model of engine, gear box, brake shoe and drums etc. as mentioned in Motor Vehicle Act.
- Chart showing various components of a LMV and cut section of an engine.
- Tieup agreement with a LMV garage/workshop to demonstrate the functioning of various parts of LMV and to impart practical training in preventive and break-down maintenance.

- Minimum one jeep/car with dual control of clutch and brake.
- Puncture kit with tyre lever, wheel brace, jack and type pressure gauge.
- Spanners, a set each of fix spanners, box spanners, plyers, screw drivers, screw spanners and hammer.
- A collection of books on automobile mechanism, driving, road safety, traffic regulations, law relating to motor vehicles and related subjects.
- A fully equipped first-aid box for use in emergency at the premises.

8. Trainer Qualification Criteria:

The faculty employed for imparting training must possess the following qualifications:-

- Must have passed 10th standard.
- Must possess a valid driving license for driving Light Training Vehicle (LTV).
- A minimum driving experience for 5 years in addition to a certificate in a course in motor mechanic or any other higher qualification in mechanical engineering.
- Thorough knowledge of traffic signs specified in the schedule of the MV Act, 1988 and the regulations made under Section 118 of the MV Act, 1988.
- Ability to demonstrate and explain the functions of different components and parts of the vehicles.
- Adequate knowledge of English and Odia.

9. Training Duration:

The training module will be of **180 hours** as per the MES (Modular Employable Skills) guidelines and the total duration will be of **45 days** including holidays, comprising of both theory and practical classes. Theory classes will be conducted for minimum five days. As per Rule 31 of MV Act, the training period for training drivers of non-transport vehicles shall not be less than 21 days.

10. Training Module:

A. Theoretical course curriculum as per The Central Motor Vehicle Rules, 1989:

1. In the first month of training, the trainees will undergo theoretical classes on the following subjects for five days on the following topics:-
 - Components of LMV
 - Mechanism and functioning of component
 - Driving theory
 - Traffic rules and regulations including traffic signals and road signs, lane driving etc.

- Safety aspects of driving, safe driving habits and behavior
 - Preliminary knowledge of maintenance of motor vehicle – preventive and break – down
 - Knowledge of first-aid
2. Trainees shall be taught etiquette (conventional rules of social behavior), manners of good quality driver and different important aspects on Road Safety

B. Practical Session: The practical session will consist of the following

Days	Practical Sessions
	* Total kilometer practice should not be less than 450 Kms.
1-5	Trainees will be imparted driving training in a jeep/ car at the rate of 10 Kms per day, per trainee in a field or imaginary track.
6-15	Trainees will be given practical driving training for 20 Kms per day, per trainee on peripheral or roads with less traffic, having different gradients both in forward and reverse direction.
16-25	Trainees will be given practical driving training for 15 Kms per day, per trainee on busy roads and highways mainly to know speed control of vehicle. Special emphasis on hill and night driving is to be given also.
26-35	Trainees will be given practical driving training for 15 Kms driving practice on different type of roads in both petrol and diesel vehicles, initially under guidance of trainer and then independently.

10. Mid Term Test / Course Completion Test:

- An oral as well as written test otherwise called as ‘midterm test’ on automobile theory and practical taught shall be conducted intermediately to assess the performance of trainees. Records of the tests conducted should be maintained by the institutes.
- The failed trainees shall be provided minimum two more days of theory classes on syllabus prescribed in the theoretical course curriculum.
- Course completion test will be conducted by the institute after the completion of the training program.
- Only successful trainees will be made to appear before the licensing authorities for obtain driving license.

- In case any trainee fails to clear the driving test before the licensing authorities the trainee has to be retrained by the institute and to be made to re-appear in the test to obtain the Driving License.
- After obtaining the license, a course completion certificate will be issued by Driving Training Institute.

11. Study Material:

- The syllabus, study material, booklet and other training material will be provided free of cost by the Institute. As per Section 24(3) of The Central Motor Vehicle Rules, 1989 the recommended course must be incorporated in the syllabus which would be imparted to the trainees. The training syllabus is attached as *Annexure IX*.
- Hard copy of handouts and books should be compulsorily provided to all the trainees on road safety, traffic regulation, laws related to motor vehicle regulation and other related topics being taught during the course.

13. The following documents must be displayed at a prominent place in the Training Institute:

- License in original issued to the school or establishment by the licensing authority.
- Names and addresses of instructors employed by the schools or establishment.
- Day wise course schedule to be displayed in the notice board.
- Facilities available under the course.
- Grievance redressal contact numbers (May be of the local Transport Department official like RTO/MVI) should be displayed so that trainees can register their complaints related to the training.

14. Records to be maintained by the Institutes:

- Register with the names of the trainees (batch wise – alphabetically) admitted during the year including their employment status, name and place of employer.
- Record of each trainee showing the number of driving hours spent every day as part of the course input.
- Every licensed Institute receiving funds and imparting training under this scheme is required to maintain data providing details of trainees in the prescribed format and furnish it to the concerned District Employment Officer/ RTO.

15. Third party audit of the Institutes and evaluation of the implementation of the scheme:

Quality Audit:

Third party audit of the Driving Institutes to ensure quality of training will be done through empanelled agencies/ institutions for this purpose.

Reputed Government institutes will be empanelled at the State/District level to conduct third party audit of the Driving Training Institutes and training programme being conducted to ensure quality in the training being funded by Government. For this purpose, reputed Engineering Colleges (for e.g. NIT-Rourkela, IITs, – Bhubaneswar) / Government Polytechnics (having Mechanical/Automobile faculty) may be roped in by the respective Collectors/Transport Department. Cost incurred on the third party audit will be borne by the State Employment Mission. Prior approval for empanelling institutions has to be obtained from State Employment Mission.

The following parameters will be taken into consideration for the quality audit:
(Attached in *Annexure XV*)

- License of Institute
- Imparting of training programme / syllabus as per MV Act and adherence to Daily course schedule
- Availability of classroom and training infrastructure in the Institute
- Availability of training vehicle
- Faculty– Qualification, experience & efficiency of training
- Eligibility of trainees
- Maintenance of register & records
- Maintenance of daily attendance for both faculty and trainees

16. Implementation & Monitoring of the Scheme:

Transport Department will implement the scheme. The Principal, Government Driving Training School, Bhubaneswar will be the State nodal officer for implementing the scheme.

The District Collector will get the scheme implemented through the District Level Committee.

The District Level Committee will periodically visit the institutes imparting training under this scheme at least once during the training period of every batch and furnish the inspection report to the Collector. The payment to the institute shall be regulated in accordance with the report/recommendation of the District Level Committee/ Third Party Agency.

17. Web Portal:

- A web portal shall be developed, maintained and monitored at the State level.
- The names of all the registered institutes with details of basic infrastructure with photographs (class room and training) shall be uploaded on the web portal.

- Details relating to trainees will also be made available online.
- Web portal shall have facility for generating various MIS reports such as district wise report, institute wise report, no. of qualified trainees, no. of driving license issued etc.

ORDER

It is ordered that the Resolution be published in the Extraordinary Gazette of the Government of Odisha for the general information and copy be communicated to all the Departments of Government and other concerned.

By Order of the Governor

G. MATHI VATHANAN

Commissioner-*cum*-Secretary to Government